SLIP   DATE *14 April*

TO:

ROOM NO.	BUILDING	STAT

REMARKS:

1st) draft of a CRB
ADP plan —

Wanted you to take a
look before copies go
out to others in the
Branch —

STAT

FROM:

ROOM NO.	BUILDING	EXTENSION

ACES FORM 36–8   (47)

1988 0 – 207-558

April 1991

Classification Review Branch
ADP Plan

Background

In the recent discussions concerning ISD's replacement of its Delta Data terminals for IPS support, CRB has become sensitive to the need for an automation plan of its own. This plan would consider what the branch needs are now and what they are anticipated to be some years in the future. The plan would ideally begin the process of a systematic ADP reform in the branch.

The paper that follows is a result of those concerns. In the process of formulating "a plan" much thought has been given to how the branch intends to process, store and retrieve the data it is responsible for and whether that is different from the way it currently conducts business. As with all plans it is subject to change and adjustment. CRB's system relationship with other parts of ISD and with other components may call for modifications to our approach in a particular process. Over time other ajustments can be expected. The general thrust of the plan however should remain intact.

Requirements Overview

CRB's requirements for ADP support can be grouped into the following general categories:

> Word Processing
> Tracking
> Data Storage and Retrieval
>> file building and maintenance
>> file search and output/reports
> Image/Document Storage and Retrieval
> Electronic Mail (Agency-wide)

Organizationally the branch is divided into two sections. The information or data flow between these two sections on the surface appears to be minimal however a look at the functional level suggests many similar ADP support needs -- and a couple of shared informational/data needs. The five general categories of ADP support listed above represent CRB's overall needs, across sectional lines.

The theory is that although the data and its use may be different in the two sections, the function, and thus the control mechanism to support that function, may be the same. An example is the Tracking function. In the Executive Order Section the Information Privacy System (IPS) is used to follow the receipt, processing, and coordination of Executive Order requests. In the History Review Project Section the progress of each "Job" is charted manually. The tracking function is the same.

To pursue these five functional ADP requirements CRB will require additional supportive equipment. This equipment should be user friendly and capable of communicating with other Branch and Division equipment as well as with the Agency host computers. One workstation to meet all goals would be ideal and as most of the CRB officers have non technical backgrounds "easy to use and hard to break" is the bottom line. There is also a requirement for letter quality print and "microform."

Requirements Discussion

Word Processing

CRB currently uses the Wang System to support its word processing needs. Future needs will continue to require a "Wang-like" capability both in terms of text manipulation and in user friendliness. Compatibility with the remainder of ISD is a must; the ability to easily tranfer and receive soft copy. A "moderate" capacity for short term electronic storage will be necessary.

Data Storage and Retrieval

CRB requires the capability to define and maintain data files. These files will be used as reference tools to support the review process and would be searched by the reviewers for text or, range-specific date or numerical data. It is anticipated that a full range of capabilities will be required, e.g., boolean logic (including "not"), sort, output formatting, scan, print. As these files will be shared by all officers in CRB it would be helpful to have as "user-friendly" a system as possible. There may be as many as 8 to 10 of these files active at any one time; perhaps half of that number would be considered "permanent." The record structure would be relatively simple, perhaps 10 to 15 fields varing in size from 1 to 150 positions. The files will be small by ADP data base standards, the permanent files containing perhaps several thousand records with a growth rate of 10 percent a year once the file becomes ongoing. A list of possible data files is attached.

CRB will require on-line access to ORIS. The capability for CRB officers to search the ORIS data base remotely is an integral part of the expansion of the branch's ADP capabilities. Reviewers timely and convenient access to this data base will enhance the quality of the review encouraging the frequent coordination of ongoing review decisions with previous FOIA and Executive Order decisions, as well as previous HRP released information/documents.

Tracking

CRB currently uses the ISD tracking system, the Information Privacy System (IPS), to control its Executive Order requests. Future plans would include an extension of the tracking function to record certain HRP section activities, eg, the receipt and return of original collections, the release of declassified collections to NARA.

Image/Document Storage and Retrieval

CRB has the requirement to store and retrieve documents. Sometimes this is short term storage, occasionaly long term storage is required. The lack of secretarial support and a central repository for Branch holdings dispurses the documents throughout the branch, complicating systematic retrieval and increasing the chances of duplication. A common store of these holdings would not only be more efficent from a physical storage point of view but would also permit exploration of other document retrieval techniques - to be more responsive and effective.

In addition supportive documents will be required for some of the data files. This will noticeably increase Branch document holdings as well as the challenge of effective and timely retrieval.

Electronic Mail

CRB will require continued access to AIM. This capability will allow CRB officers to use the electronic mail and coordination features of AIM to communicate with the various Review Officers and authorities throughout the Agency (in many and varied locations) in a more efficent manner. (A compatability between the CRB in-house word processing capability and AIM is a definite plus.) Although the use of AIM is currently low it is anticipated to increase substantially to meet the growing requests for more timely and larger releases, especially in the HRP.

Candidate CRB Data Files:

Listed below are several possible applications for data file consideration. It is understood that these would be CRB files, built and maintained by the branch. All branch members would have access.

Names File

Individual names encountered in HRP reviews. Attached information on each name would include an indicator whether the name had been released or denied, organizational position, date of information and possibly the job/collection in which the name was found.

Notices/Regulation File

List of Agency Regulations, Notices, etc. that have been reviewed in HRP. Attached information on each document would be an indicator whether the document had been GIFed, GIPed or DIFed; the job/collection in which the document was found; the title of the document.

Subject Index

List of subjects covered in HRP reviewed material. Attached data would include job/collection numbers in which the subject is found, date of information.

NIE-SNIE File

Information about NIEs or SNIEs that have been reviewed or referenced in EO or HRP material. Attached information would include document number, title, classification, review determination, job/collection/EO # in which the document/information is found. This information is currently controlled in a 3"X5" card file.